

City of Asheville
Fire Marshal's Office
PROCEDURE TO OBTAIN A TENT PERMIT

The City of Asheville requires a permit for all temporary membrane structure or tent having an area in excess of 200 square feet or canopy in excess of 400 square feet; and for carnivals and fairs regardless of the size and number of tents/canopies.

Permit Applications, which typically take 1-2 business days to process, are available at the One Stop Development Center located at:

Building Safety Department
161 S. Charlotte St., A-101
P.O. Box 7148, Asheville, NC
Phone: (828) 259-5846

Permit Requirements:

Three (3) sets of documents must be submitted for approval prior to installation. An inspection shall be required before the tent is occupied. The following is a list of requirements:

1. The site plan shall show:
 - a. Dimensions of the tent(s).
 - b. Provide a fire lane on one side of the tent.
 - c. The location of nearest fire hydrant.
 - d. Location of nearest vehicle parking with distance specified.
 - e. The location of the nearest building with the distance specified.
 - f. The planned layout under the tent(s);
 - a. Exit path widths and
 - b. Seating capacity and
 - c. Arrangement of seating, tables, stages, etc. and
 - d. Location and type of heating and electrical equipment and
 - e. Display items, etc.
 - g. The location of the fire extinguisher for the tent.
 - h. Location of internal combustion power operated equipment (generators, etc.)
2. A note shall be on the submitted plans stating "NO SMOKING" sign(s) shall be posted on site.
3. A note shall be on the submitted plans stating no smoking, no fireworks, no open flame devices or fire will be used within the tent / canopy.
4. A note on the submitted plans stating a 2A-10BC Fire Extinguisher will be provided at the site
5. A certificate of flame-retardant treatment by an acceptable testing laboratory shall be provided for all tent/canopy components.

6. An approved site plan shall be kept at the site and available for the inspector when the tent inspection is conducted.
7. Location shall have a current periodic approved Fire Inspection.

Definitions:

CANOPY. A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

TENT. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

**Please call (828) 259-5441
at least 48 hours in advance to request your Fire Inspection.**

